

ACCOUNTING ASSISTANT I
ACCOUNTING ASSISTANT II

DEFINITION

To perform a variety of financial and accounting support duties for assigned accounting functions; to process payments for City services; to perform general office duties; and to provide clerical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Accounting Assistant I - This is the entry level class in the clerical Accounting Assistant series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Accountant Assistant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Accounting Assistant II - This is the journey level class in the clerical Accounting Assistant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Accounting Assistant in that the latter performs the more difficult accounting and specialized financial duties and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Accounting Assistant I

Receives general supervision from assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Accounting Assistant II

Receives general supervision from assigned supervisor; and may receive technical and functional supervision from more experienced staff

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform a variety of financial and accounting support duties for assigned functions.

Provide customer service in person at counter as assigned, via email, mail and on the phone; receive utility and other payments, issue receipts, balances cash receipts at the end of the day; make computer entries and enter data including utility payments, meter readings, charges; process collection notices including reminder notices, delinquency notices, and turn-off notices; process business licenses and related requests, as assigned.

Post cash and credits to a variety of financial records; balance payment records; generate and reconcile various reports; maintain subsidiary ledgers, auditing and reconciling reports and information posting data as required.

Review invoices and related documents; reconcile differences; verify authorizations; distribute invoices to other departments for coding and approval; prepare accounts payable for payment; research and assemble information from a variety of sources for completion of forms or the preparation of reports.

Process checks for payment; create POs and contracts that have been approved; process and mail out 1099's.

Perform general office support duties including filing, typing and other clerical duties as assigned.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Accounting Assistant I

Knowledge of:

Methods of basic recordkeeping

Principles of basic accounting bookkeeping.

Basic office procedures and cash handling.

Principles of providing customer service in person, on the phone or via email.

Ability to:

Maintain and organize accurate accounting, billing and related records; review reports; and provide customer service.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Review and balance payment records.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Some responsible customer service, accounting and office support experience is desirable.

Training:

Equivalent to the completion of the twelfth grade

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Accounting Assistant II

In addition to the qualifications for the Accounting Assistant I:

Knowledge of:

Basic government accounting principles, financial record keeping processes.

Billing processes used for utility and related municipal services provided to residential and commercial customers.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Maintain and organize detailed and accurate accounting, billing and related records; issue notices and bills; create and review detailed reports; and provide customer service.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Balance payment records; conduct research and reconcile discrepancies.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to an Accounting Assistant I with the City of Healdsburg.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.